

2014

## APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

## 1. Type of Submission:

- ☐ Preapplication
- ☒ Application
- ☐ Changed/Corrected Application

## 2. Type of Application:

- ☒ New
- ☐ Continuation
- ☐ Revision

If Revision, select appropriate letter(s)

Other (specify):

## 3. Date Received:

## 4. Applicant Identifier:

## 5a. Fed Entity Identifier:

## 5b. Federal Award Identifier:

DE-EE0006144

## State Use Only:

## 6. Date Received by State:

## 7. State Application Identifier:

## 8. APPLICANT INFORMATION:

a. Legal Name: Delaware Division of Energy and Climate

b. Employer/Taxpayer Identification Number (EIN/TIN):

516000279

c. Organizational DUNS:

809855091

## d. Address:

Street 1: 1203 College Park Drive

Street 2: Suite 101

City: Dover

County:

State: DE

Province:

Country: U.S.A.

Zip / Postal Code: 19904

## e. Organizational Unit:

Department Name:

Nat. Res. &amp; Environ. Control

Division Name:

Div of Energy and Climate

## f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr

First Name: Philip

Middle Name: J

Last Name: Cherry

Suffix:

Title: Weatherization Program Administrator

Organizational Affiliation:

Telephone Number: 3027399068

Fax Number:

Email: philip.cherry@state.de.us

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**9. Type of Applicant:**

A State Government

**10. Name of Federal Agency:**

U. S. Department of Energy

**11. Catalog of Federal Domestic Assistance Number:**

81.042

CFDA Title:

Weatherization Assistance for Low-Income Persons

**12. Funding Opportunity Number:**

Title:

Weatherization Assistance for Low-Income Persons

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Statewide

**15. Descriptive Title of Applicant's Project:**

Delaware Weatherization Assistance Program

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**16. Congressional District Of:**

a. Applicant: Delaware-Statewide

b. Program/Project: DE-Statewide

**Attach an additional list of Program/Project Congressional Districts if needed:**

**17. Proposed Project:**

a. Start Date: 04/01/2013

b. End Date: 03/31/2014

**18. Estimated Funding (\$):**

a. Federal	500,000.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	500,000.00

**19. Is Application subject to Review By State Under Executive Order 12372 Process?:**

- ☒ a. This application was made available to the State under the Executive Order 12372 Process for review on:
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☐ c. Program is not covered by E.O. 12372

**20. Is the applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation)**

No

**21. By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code Title 218, Section 1001)**

☒ I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix: Mr First Name: Philip

Middle Name: J

Last Name: Cherry

Suffix:

Title: Weatherization Program Administrator

Telephone Number: 3027399068

Fax Number:

Email: philip.cherry@state.de.us

Signature of Authorized Representative: Signed Electronically

Date Signed:



**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0006144		2. Program/Project Title The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. During the last 32 years, the U.S. Department of Energy's (DOE) Weatherization Assistance Program has provided weatherization services to more than 6.2 million low-income families.	
3. Name and Address Delaware Division of Energy and Climate 1203 College Park Drive Dover DE 19904		4. Program/Project Start Date 04/01/2014	
		5. Completion Date 03/31/2015	

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Federal	81.042	\$ 0.00		\$ 500,000.00		\$ 500,000.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 500,000.00	\$ 0.00	\$ 500,000.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) DOE	(2) GRANTEE ADMINISTRATION	(3) SUBGRANTEE ADMINISTRATION	(4) GRANTEE T&TA	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
b. Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,200.00	\$ 5,200.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 2,000.00
f. Contract	\$ 0.00	\$ 22,950.00	\$ 30,050.00	\$ 11,500.00	\$ 492,800.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 0.00	\$ 24,950.00	\$ 30,050.00	\$ 16,700.00	\$ 500,000.00
j. Indirect	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 0.00	\$ 24,950.00	\$ 30,050.00	\$ 16,700.00	\$ 500,000.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0006144		2. Program/Project Title The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. During the last 32 years, the U.S. Department of Energy's (DOE) Weatherization Assistance Program has provided weatherization services to more than 6.2 million low-income families.	
3. Name and Address Delaware Division of Energy and Climate 1203 College Park Drive Dover DE 19904		4. Program/Project Start Date 04/01/2014	5. Completion Date 03/31/2015

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 500,000.00	\$ 0.00	\$ 500,000.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) SUBGRANTEE T&TA	(2) PROGRAM OPERATIONS	(3) HEALTH AND SAFETY	(4) FINANCIAL AUDITS	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
b. Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,200.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,000.00
f. Contract	\$ 33,300.00	\$ 324,450.00	\$ 67,050.00	\$ 3,500.00	\$ 492,800.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 33,300.00	\$ 324,450.00	\$ 67,050.00	\$ 3,500.00	\$ 500,000.00
j. Indirect	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 33,300.00	\$ 324,450.00	\$ 67,050.00	\$ 3,500.00	\$ 500,000.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

# U.S. DEPARTMENT OF ENERGY



## BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: Delaware Division of Energy and Climate  
Award number: EE0006144

Budget period: 04/01/2014 - 03/31/2015

1. **PERSONNEL** - Prime Applicant only (all other participant costs are listed in 6 below and form SF-242A, Section B. Line 6.f. Contracts and Sub-Grants).

Positions to be supported under the proposed award and brief description of the duties of professionals:

Position	Description of Duties of Professionals
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Direct Personnel Compensation:

Position	Salary/Rate	Time	Direct Pay
	\$0.00		

### 2. FRINGE BENEFITS

- a. Are the fringe cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and attach a copy of the rate agreement to the application.
- b. If a. above does not apply, please use this box (or an attachment) to further explain how your total fringe benefits costs were calculated. Your calculations should identify all rates used, along with the base they were applied to (and how the base was derived), and a total for each (along with grand total). If there is an established computation methodology approved for state-wide use, please provide a copy. Also, please fill out the table below with the Fringe Benefits Calculations.

### 3. TRAVEL

- a. Please provide the purpose of travel, such as professional conference(s), DOE sponsored meeting(s), project management meeting, etc. If there is any foreign travel, please identify.

Purpose of Trip	Number of Trips	Cost Per Trip	Total
To attend DOE sponsored and or other weatherization related conferences and courses, including DOE training and annual conferences. Three persons each to each of two conferences (one DOE and one ACI) equaling 6 trips at estimated \$867/pp/trip	6	\$1,200.00	\$5,200.00
Travel Total			\$5,200.00

- b. Please provide the basis for estimating the costs, such as past trips, current quotations, Federal Travel Regulations, etc. All listed travel must be necessary for the performance of the award objectives.

Conference registration \$250 Airfare/Travel \$250 Hotels and per diem \$367

4. **EQUIPMENT** - Equipment is generally defined as an item with an acquisition cost greater than \$5,000 and a useful life expectancy of more than one year. Further definitions can be found in 10 CFR 600.

- a. List all proposed equipment below and briefly justify its need as it applies to the objectives of the award.

Equipment	Unit Cost	Number	Total Cost	Justification of Need
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- b. Please provide a basis of cost such as vendor quotes, catalog prices, prior invoices, etc. and justify need. If the Equipment is being proposed as Cost Share and was previously acquired, please provide the source and value of its contribution to the project and logical support for the estimated value shown. If it is new equipment which will retain a useful life upon completion of the project, provide logical support for the estimated value shown. Also, please indicate whether the Equipment is being used for other projects or is 100% dedicated to the DOE project.

5. **SUPPLIES** - Supplies are generally defined as an item with an acquisition cost of \$5,000 or less and a useful life expectancy of less than one year. Supplies are generally consumed during the project performance. Further definitions can be found in 10 CFR 600.

- a. List all proposed supplies below, the estimated cost, and briefly justify the need for the supplies as they apply to the objectives of the award. Note that all direct costs, including Supply items, may not be duplicative of supply costs included in the indirect pool that is the basis of the indirect rate applied for this project.

General Category	Cost	Justification of Need
Misc supplies	\$2,000.00	Misc supplies for office work, including paper, printer ink, mailing materials, etc..
Materials and Supplies Total	\$2,000.00	

- b. Please provide a basis of cost for each item listed above and justify need. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

All supplies are purchased off state contract - negotiated by the division of Government Support Services. All costs and contracts are available on their website at [delaware.gov](http://delaware.gov)

6. **CONTRACTS AND SUBGRANTS** - Provide the following information for New proposed subrecipients and subcontractors. For ongoing subcontractors and subrecipients, this information does not have to be restated here, if it is provided elsewhere in the application; under Name of Proposed Sub, indicate purpose of work and where additional information can be found (i.e weatherization subgrants, Annual File section II.3).

Name of Proposed Sub	Total Cost	Basis of Cost*
Catholic Charities	\$456,850.00	Program Operations (\$324,450) Health and Safety (\$67,050) T&TA (\$33,300) Subgrantee Admin (\$25,050) Audits (\$2,000) Insurance (\$5,000)
Bay Developers, Inc.	\$15,000.00	Grantee Admin - Rent for Weatherization Office space
Hancock Software	\$9,500.00	Grantee T&TA - 3 months of Annual maintenance fee for WAP database
Office of Management and Budget	\$1,500.00	State Audit fee
Fleet Services - State of Delaware	\$2,000.00	Grantee T&TA - Car rental for WAP staff.
Delaware Attorney General's office	\$3,000.00	Grantee Admin - Hourly billings for assistance in oversight. Previous year's expenses used as guide for estimation this year.
Contracts and Subgrants Total	\$487,850.00	

\*For example, Competitive, Quote, Catalog

7. **OTHER DIRECT COSTS** - Other direct costs are direct cost items required for the project which do not fit clearly into other categories. These direct costs may not be duplicative of costs included in the indirect pool that is the basis of the indirect rate applied for this project. Examples are: conference fees, subscription costs, printing costs, etc.

- a. Please provide a General Description, Cost and Justification of Need.

General Description	Cost	Justification of Need
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- b. Please provide a basis of cost for each item listed above. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

**8. INDIRECT COSTS**

- a. Are the indirect cost rates approved by a Federal agency? If so, identify the agency and date of latest rate agreement or audit and provide a copy of the rate agreement. N/A
- b. If the above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations separately.

The name and phone number of the individual responsible for negotiating the State's indirect cost rates.

Name:

Phone Number:



U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**WEATHERIZATION ANNUAL FILE WORKSHEET**  
(Grant Number: EE0006144, State: DE, Program Year: 2014)

**IV.1 Subgrantees**

**Subgrantee Planned Funds/Units**

Subgrantee	Planned Funds/Units	
Catholic Charities Inc.	\$456,950	50 units
Total	456,950	50 units

**IV.2 WAP Production Schedule**

Weatherization Plans Units	Units
Total Units (excluding reweatherized)	50
Rewatherized Units	0
Note: Planned units by quarter or category are no longer required, no information required for persons.	

Average Unit Costs, Units subject to DOE Project Rules	
<b>VEHICLE &amp; EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>	
Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B Total Units Weatherized	50
C Total Units Reweatherized	0
D Total Dwelling Units to be Weatherized and Reweatherized (B + C)	50
E Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
<b>Average Cost per Dwelling Unit (DOE Rules)</b>	
F Total Funds for Program Operations \$300,185.39	\$324,450
G Total Dwelling Units to be Weatherized and Reweatherized (from line D) 46	50
H Average Program Operations Costs per Unit (F divided by G) \$6,525.77	\$6,489
I Average Vehicles & Equipment Acquisition Cost per Unit (from line E) \$0.00	\$0.00
J Total Average Cost per Dwelling (H plus I) \$6,525.77	\$6,489

**IV.3 Energy Savings**

Method used to calculate savings: <input checked="" type="checkbox"/> <input type="checkbox"/> WAP algorithm <input type="checkbox"/> <input type="checkbox"/> Other (describe below)
Method used to calculate savings description: N/A

This year estimated energy savings (MBtus): 1,525
Prior year estimated energy savings (MBtus): 1,403 Actual:

**IV.4 DOE Funded Leveraging Activities**

**IV.5 Policy Advisory Council Members**

☐ ☐ Check if an existing state council or commission serves in this category and add name below

Name	Organization	Type of Organization	Phone	Email
Bill Lietzinger	Division of Public Health	State Agency	(302)7444811	William.Lietzinger@state.de.us
Brad Whaley	Sussex County	Unit of Local Government	(302)8557777	bwhaley@sussexcountyde.gov
Bridget A. Shelton	Delmarva Power	Local Utility	(302)2835808	bridget.shelton@pepcoholdings.com
Chrystal Kirby	Salvation Army	Non-Profit	(302)4720764	Chrystal.Kirby@USE.SalvationArmy.Org
Darrell Wilson	Chesapeake	Local utility	(302)0000000	dwilson@chpk.com

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**WEATHERIZATION ANNUAL FILE WORKSHEET**  
**(Grant Number: EE0006144, State: DE, Program Year: 2014)**

	Utilities			
Paul Calistro	West End neighborhood House	Non-profit	(302)6584171	pcalistro@westendnh.org
Susan Eliason	DE State Housing Authority	State Agency	(302)7394263	susane@destatchousing.com

**IV.6 State Plan Hearings (Note: attach notes and transcripts to the SF424)**

**Date Held Newspapers that publicized the hearings and the dates the notice ran**

Hearing will be held on \_\_\_\_\_

**IV.7 Miscellaneous**

U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**  
(Grant Number: EE0006144, State: DE, Program Year: 2014)  
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This worksheet should be completed as specified in Section III of the Weatherization Assistance Program Application Package.

## **V.1 Eligibility**

### **V.1.1 Approach to Determining Client Eligibility**

Provide a description of the definition of income used to determine eligibility

The State of Delaware defines eligibility for weatherization assistance as follows: A dwelling shall be eligible for weatherization assistance if it is occupied by a family whose income is at or below 200% of poverty level as determined and established by the Director of the Office of Management and Budget (OMB), and as specified in 10 CFR 440.22(a)1.

"Categorically eligible" Dwelling Units are defined as follows:

1. A dwelling unit which contains a member who has received cash assistance payments under Title IV or XVI of the Social Security, or applicable State or local law, at any time during the 12 month period preceding the determination of eligibility for weatherization assistance is "categorically eligible" to receive weatherization services (440.22(a)2).
2. The State elects to make dwelling units eligible under the Low Income Home Energy Assistance Act of 1981 (LIHEAP) "categorically eligible" for weatherization assistance (440.22(a)3). Delaware's eligibility for LIHEAP is determined at 200% of the OMB poverty income guidelines.

Native Americans are served in the general population and will be eligible to receive benefits equivalent to assistance provided to other low income persons within the State.

Interested persons wishing to apply for the program must apply in person to the subgrantee, who conducts the intake process to determine categorical or general eligibility. Categorically eligible persons must provide written proof of categorical eligibility. Intake procedures and a description of the documents necessary to prove eligibility, and the process used to make that determination, are included in the WAP Manual available at

<http://www.dnrec.delaware.gov/energy/services/Documents/Weatherization%20Assistance%20Program/Delaware%20WAP%20Manual%20%20PJC%2010-24-11.pdf>

Verification of eligibility is monitored by the State through field inspection of client files at subgrantee offices and online review of documentation in the State's WAP Online system.

Describe what household Eligibility basis will be used in the Program

See above eligibility requirements

Describe the process for ensuring qualified aliens are eligible for weatherization benefits

Delaware's eligibility criteria are in compliance with Federal requirements. Services are provided only to U.S. citizens or qualified aliens, as defined in sec on 431 of Personal Responsibility and Work Opportunity Reconciliation on Act of 1996 (PRWORA). Qualified aliens are eligible to receive assistance and services under the WAP program so long as they meet all other WAP program requirements.

### **V.1.2 Approach to Determining Building Eligibility**

Procedures to determine that units weatherized have eligibility documentation

DNREC requires that subgrantee maintain client files in our WAP OnLine database and tracking system that document eligibility. Client files are available electronically to DNREC for program evaluation and monitoring purposes. LIHEAP Fuel Assistance clients and TANF clients that are "categorically eligible" need to have a signed copy of the application from the LIHEAP or TANF Programs indicating they are "categorically eligible" or must have the required documentation to prove eligibility outside of those Public Benefit Programs. State staff will monitor files and check application dates to ensure that clients received services during the period of eligibility within one year of their application.

U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**  
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Describe Reweathering compliance

The subgrantee is responsible for crosschecking all eligible households with the updated database of units that have been weatherized after September 30, 1994 so that no units weatherized after September 30, 1994 receive additional services. DNREC maintains the database of previously weatherized units and will make it available to the subgrantee.

Describe what structures are eligible for weatherization

Single family residential (stick built and mobile homes) are eligible, as are duplexes or other structures with four or less units per building structure. Included in this definition are row homes and townhouses and other similar structures.

Delaware will be cautious with respect to shelters or other nontraditional housing stock, making sure that all units weatherized meet eligibility requirements. Where any question on eligibility arises, we will consult with our DOE Project Officer.

Describe how Rental Units/Multifamily Buildings will be addressed

Rental units are eligible providing the subgrantee has obtained written authorization from landlords/building owners and said landlords agree to the stipulation regarding rent increases in the landlord authorization form.

In situations where we weatherize rental units, the subgrantee is required to ensure that the benefits of the weatherization assistance accrue primarily to the low income tenants. No undue enhancement to the property should occur beyond the scope of energy conservation. Owners may not increase rent as a result of unit's weatherization. Unless increases are demonstrably related to matters other than the weatherization work performed, the owner will have to repay the full cost of weatherization if rent is increased. Any dispute of the circumstances for a rent increase will be reviewed by the subgrantee. The determination may also be reviewed by DNREC, if requested by the subgrantee, landlord or tenant. Landlords are not required to contribute toward the cost of weatherization. However, they may do so voluntarily. Work on the unit agreed to by the landlord does not affect any aspect of the unit cost or the program. Landlord financial contributions made to the subgrantee for weatherization work performed are to be considered by the subgrantee to be program income and as such, used for weatherization work costs.

Beginning in Program year 2014, Delaware will consider weatherizing multifamily dwellings providing we have a multifamily audit tool authorized by DOE and providing state and subgrantee staff are adequately trained in multifamily WAP techniques.

Describe the deferral Process

The deferral Process is defined in our Deferral policy which has been attached to this application with the 424 form.

**V.1.3 Definition of Children**

Definition of children (below age): **18**

**V.1.4 Approach to Tribal Organizations**

☐ Recommend tribal organization(s) be treated as local applicant?

If YES, Recommendation. If NO, Statement that assistance to low income tribe members and other low income persons is equal.

In accordance with 440.16(f) the State requires that low income members of an Indian tribe receive benefits equivalent to the assistance provided to other low income persons within the state.

**V.2 Selection of Areas to Be Served**

The entire State of Delaware is served by our Weatherization Assistance program as described in this application.

U.S. Department of Energy  
WEATHERIZATION ASSISTANCE PROGRAM (WAP)  
STATE PLAN/MASTER FILE WORKSHEET  
(Grant Number: EE0006144, State: DE, Program Year: 2014)  
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### V.3 Priorities for Service Delivery

The State of Delaware's waiting list is comprised of eligible clients who have applied for the WAP program as described previously and is prioritized for families to receive weatherization services and to maximize energy saved. Prioritized categories are the elderly and/or disabled, households with children and households with high energy use and burden. DNREC coordinates a single database of eligible clients and a single, transparent, and objective process is used for prioritizing the client priority list. DNREC closely monitors the subgrantee for adherence to the client priority list, which is integrated into our WAP Online database system. Additionally, DNREC monitors for compliance of intake procedures and client eligibility. Owner occupied and renter occupied dwelling units have equal priority.

In support of healthy home initiatives in Delaware, if a unit is otherwise eligible for WAP services, and is also receiving home services from other social service agencies, DNREC may elect to prioritize services to those units where interagency coordination may be advantageous in leveraging funding sources, and providing more comprehensive solutions to owners.

### V.4 Climatic Conditions

Delaware's climatic data is based on a formula calculation found in the Statistical Abstract of the United States, published by the U.S. Bureau of the Census. The average number of annual heating and cooling degree days in the State of Delaware is 4,937 and 1,046 respectively, which indicates relatively mild climatic conditions. There are only slight variations in the number of heating and cooling degree days among the three counties of the State.

### V.5 Type of Weatherization Work to Be Done

#### V.5.1 Technical Guides and Materials

DNREC ensures homes weatherized in Delaware receive the highest quality of work to maximize energy savings and long-term efficiency. The Delaware Weatherization Program accomplishes this by maintaining a well trained staff to monitor work completed, as well as providing trainings for all weatherization staff, contractors, and their employees. To ensure that procedures are being properly applied, the subgrantee receives administrative and technical training, along with field visits and enhanced training at the field site. State staff, subgrantee staff, and contractors are trained to strictly adhere to the priority list and the State Field Guide. To assist staff in accomplishing their work, DNREC and the subgrantee use up to date equipment such as new blower doors, digital gauges, and carbon monoxide detectors for their State and local staff.

Homes being weatherized, first receive extensive testing of combustion appliances to ensure family health and safety. Work is then assigned to the unit based on the specific recommendations from a rigorous energy audit performed on the unit. The subgrantee selects contractors to complete the weatherization work based on the energy audit recommendations and Delaware's approved priority list. The types of work to be done include general air sealing (blower door directed), insulation (attics, crawl spaces/basements/walls/ducts), DHW insulations and some mechanical equipment efficiency or health and safety work.

All work is being performed in accordance to the DOE approved energy audit procedures and 10 CFR 440 Appendix A. In addition, all work done is in compliance with Delaware's WAP Manual, available to the general public, clients, the subgrantee, contractors and others on line at:

[http://www.dnrec.delaware.gov/energy/services/otherservices/Pages/WAPDocs\\_F.aspx](http://www.dnrec.delaware.gov/energy/services/otherservices/Pages/WAPDocs_F.aspx)

#### V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

**Single Family:** NEAT October 17, 2012

**Manufactured Housing:** MHEA – October 17, 2012

**Multifamily:** N/A

Comments

U.S. Department of Energy  
WEATHERIZATION ASSISTANCE PROGRAM (WAP)  
STATE PLAN/MASTER FILE WORKSHEET  
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Delaware recently received DOE approval of our priority lists and NEAT and MHEA audit tools. As a "priority list state", we utilize auditing experts in the field who are familiar with our priority list and who develop work orders based on ECM's included in our priority list. Where housing stock is atypical or where conditions warrant, auditors may elect to run specific NEAT or MHEA audits and include such reports in the client file.

For Multifamily situations, DE will treat such situations on a case by case basis using EAQuip with DOE Approval as needed.

### V.5.3 Final Inspection

The subgrantee is required to complete a final inspection of each unit weatherized. Final inspections are conducted by agency auditors (contract or staff) that are BPI certified and have completed the required State sponsored auditor courses or, if employed as subgrantee staff have exhibited equivalent training and expertise in weatherization. The auditors must use State approved procedures for energy audits and final inspections. Final inspections evaluate the work completed by the contractors to ensure that: a proper energy audit was completed; the measures recommended were contracted for; the work charged for was completed; and that all work was performed according to quality standards in the field. Additionally, the final inspection ensures that all health and safety issues were addressed in a manner which protects the client. Final Inspections include: post blower door readings at CFM 50; health and safety checks including Worst Case CAZ; checks of accuracy of measures charged against measures installed; and evaluations of the appropriateness of all work completed, including air sealing, insulation, client education, duct insulation, pressure differentials, and costs. A dwelling unit may not be reported as completed until a final inspection has been performed and it has been certified that the work is high quality, all materials have been properly installed, and approved procedures have been followed. Standardized forms are used to document the results of the final inspection, and are recorded and maintained in the client file in WAP OnLine. Only completed dwelling units with successful final inspections are reimbursed by the State and DOE.

### V.6 Weatherization Analysis of Effectiveness

DNREC implements several levels of oversight to ensure the effectiveness and quality of the program. All final inspections will be completed by a different inspector than did the energy audit. This enables the final inspector to perform quality control assessments on both the work done on the unit as well as the energy audit itself. The findings from the final inspections are included in an ongoing evaluation of quality of the subcontractors that feed directly into the procurement and selection process. Contractors found to have sub quality work do not continue in the program, the goal being to create specialized experts in weatherization. The next level of oversight comes from the quality assurance inspections performed by the DNREC staff. The quality assurance inspections assess all the elements as the final inspectors, as well as detailed inspections of the energy audit itself. The quality assurance inspections also include detailed review of the full documentation of the client file, the procedures followed by the subgrantee, the procurement, the documentation, and the invoicing. DNREC staff performs quality assurance inspection on 10% of completed units, with a target of 5% being inspected while installation work is in progress to ensure that policies and procedures are followed at the work sites.

### V.7 Health and Safety

Please see attached Health and Safety Plan

### V.8 Program Management

#### V.8.1 Overview and Organization

The Delaware Weatherization Assistance Program is administered by the Delaware Department of Natural Resources and Environmental Control's (DNREC) Division of Energy and Climate. The Division includes other key energy and climate policy staff for DNREC. This year, DNREC is moving to one subgrantee statewide, as a means of saving on administrative and program operations costs. As noted above, the role of subgrantee was re-bid in late 2013 and early 2014 and Catholic Charities Inc was chosen as the new subgrantee for all of Delaware.

#### V.8.2 Administrative Expenditure Limits

Delaware has traditionally received relatively small federal WAP appropriations, so allocating the full 10% of allowable administrative dollars often fails to meet the administrative expenses of the subgrantee and the grantee. This is well aided this year by having only one subgrantee. In addition, as the State (grantee) is prohibited from using program operations funds to meet salary or other operating expenses, our ability to meet administrative operating expenses is limited even further. Delaware normally splits the allowable 10% for administrative expenses 51%/49%, with the grantee receiving 49% and the subgrantee receiving the remaining 51%. That is the case this year as well.



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### **V.8.3 Monitoring Activities**

The purpose of this monitoring approach is to assist the subgrantee in providing high quality energy conservation weatherization services to low income individuals and to comply with Program Guidance 125. In addition, monitoring ensures that high quality comprehensive services are consistently applied throughout the state. Monitoring will ensure adherence to new program policies and procedures at the State level and effective implementation of the program at the local level.

The State has one statewide technical monitor. Grantee T&TA funds allocated by DOE are insufficient to pay any substantial portion of the Program Monitor's salary, and therefore monitoring staff costs are paid for with State funds. The Grantee also pays for staff time to monitor the subgrantee on the administrative side also. Our technical/field monitor is BPI and HERS certified and has over 20 years of experience in weatherization and home energy performance. He will also be seeking the new DOE/BPI certification consistent with new DOE policies in 2014. Other Grantee Staff are also BPI certified and will be QCI certified as necessary.

The goal of the monitoring approach is for constant communication, coordination, assistance, and constructive evaluation between DNREC and the subgrantee. DNREC staff monitors the subgrantee regularly. Onsite monitoring of the subgrantee includes the following: client file review; the audit file (A133 audit); procurement procedures review; fiscal review; review of Liability & Pollution Occurrence Insurance (POI); review of compliance with all DOE and State regulations and procedures; and production management review. DNREC staff review the client files for completeness, accuracy, and appropriateness of forms and signatures. Monitoring staff also review timelines of vendor payments as well as evaluation of appropriateness of cost for services. Delaware utilizes a monitoring checklist that is based upon Program Guidance 125 and which includes all provisions in the Subgrantee checklist and applicable programmatic and financial checklists found on WAPTAC.

DNREC will conduct random quality assurance evaluations of 10% of all completed dwelling units weatherized for compliance, 5% of which are "in process" to ensure that policies and procedures are followed on the work site. The purpose of site visits is to ensure that weatherization services are provided in a professional and workmanlike manner in compliance with all standards, regulations and policies set forth by DNREC in the Weatherization Field Guide and the cost effectiveness tests from the energy audit. The field inspection includes: base load measures installed, air sealing, insulation, CAZ testing etc. The monitor must verify that the work being performed is appropriate and effective, and in compliance with all DOE and State regulations. Monitoring staff also gather feedback from subcontractors and program participants to better understand strengths, weaknesses and opportunities for improvement, training and technical assistance. Compliance with DOE guidance on the Standard Work Specifications will be complete by the close of PY 2014.

Programmatic monitoring occurs at least annually. DNREC uses such monitoring to determine whether the subgrantee is deficient in its procedures. If the subgrantee is found deficient will be required to remedy all deficiencies and will be offered training specific to the agencies' needs as per WPN 125. A deficient subgrantee will also be subject to increased monitoring frequency. Within thirty (30) days of each visit, the State prepares a written report on its findings and sends it to the subgrantee for corrective action. The subgrantee has thirty (30) days to respond in writing with a "corrective action plan" in response to state monitoring reports. Failure to respond in writing to the monitoring report during the thirty day period will result in claims being held at DNREC. Noncompliance findings, unresolved within forty five days, are then reported to DOE. Sensitive or significant noncompliance findings are also reported to DOE immediately. The State tracks major findings from the subgrantee visits and prescribes a timeline for final resolution. Failure to comply with the timeline and specific corrective action goals jeopardizes the ability of the agency to maintain its status as a subgrantee.

### **V.8.4 Training and Technical Assistance Approach and Activities**

The State of Delaware's Training and Technical Assistance (T&TA) is intended to increase the efficiency and effectiveness of the weatherization program at all levels. T&TA activities are also designed to help maximize energy savings; minimize production costs; improve the quality of workmanship; and reduce the potential for waste, fraud and mismanagement. All stakeholders in the program including the state, the subgrantee, and the weatherization contractors and subcontractors receive T&TA. Each stakeholder engages in training and/or receives technical assistance to replicate best practices and adhere to DOE standards of excellence throughout the entire project. Agencies receive T&TA consultations from the DNREC staff as appropriate. These visits assist local agency staff with issues relating to program operations, fiscal management, procurement procedures, and the technical aspects of the program.

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**Assessment of Training Needs**

The State assesses the training needs of the subgrantee and contractors through quality assurance monitoring in the field, observations of performance, discussions, regularly scheduled management meetings, and monitoring visits. Through close monitoring of contractors' work, the subgrantee is able to further assess areas for improvement and provide robust feedback to the State for additional training needs of their contractors.

**Types of Training Provided**

The State provides the following types of training to state, subgrantee staff, and local subcontractors:

**Management Training:** This includes training in production management; subcontract management and financial management. Attendance at training sessions is mandatory for program management personnel working in the weatherization program. In addition to subgrantee management training, technical assistance is provided for the state office by working with national experts in the weatherization field to ensure that Delaware incorporates best practices into program administration and field operations.

**Technical Training:** This includes training in energy auditing procedures, air sealing and construction techniques, heating systems, and quality control techniques. Attendance at these sessions is mandatory for the program management and quality control personnel. The subgrantee is also required to have their private weatherization subcontractors attend work specific and relevant training sessions on an annual basis. Contract auditors or final inspectors must maintain BPI building analyst certifications. In addition, DOE and EPA certification is required for all lead safe work practices.

Subgrantee staff are encouraged to attend management and technical workshops offered at the regional and national weatherization conferences to gain further insights on best practices and to build relationships with other weatherization professionals. Ongoing trainings will be provided throughout the next year as funds allow, and will continue to emphasize the need for targeted quality energy conservation work.

**Assessment of T&TA Activities:** Continuous monitoring of work completed in the field, and of subgrantee files and operations assist the State with determining future training needs. In addition, the State continues to conduct meetings with its partners to better understand their training needs and to assess the effectiveness of their current training. T&TA activities also include adherence to all required new certification requirements stemming from DOE's new Quality Workforce Training requirements. Subgrantee and Grantee staff will be trained as needed to ensure that all auditors and inspectors have the certification necessary to perform their jobs. In addition, all field staff will also receive training in any Health and Safety related job performance related tasks, such as HVAC troubleshooting and risk assessment, which will be given during the next fiscal year.

Client education is the foundation of what we do and grantee and subgrantee staff are continuously being trained and improving their education skills. Where shortcomings in client education capabilities are discovered the Grantee will provide targeted remedial training to address the need."

**V.9 Energy Crisis and Disaster Plan**